


# 2018

## Maryland Green Purchasing Annual Report



Maryland  
Department of  
General Services  
September 28, 2018



Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor



Ellington E. Churchill, Jr.  
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

The Honorable Larry Hogan  
Governor of Maryland

The Honorable Thomas V. "Mike" Miller  
President of the Senate

The Honorable Michael E. Busch  
Speaker of the House of Delegates

Reference: State Finance & Procurement Article §14-410 and COMAR 21.13.01.14

Gentlemen:

As the Chair of the Maryland Green Purchasing Committee, I am pleased to submit the 2018 Green Purchasing Committee Annual Report. In compliance with Chapter 593 of the Acts of 2010 and Chapter 604 of the Acts of 2014, the State of Maryland is procuring goods and services that have a lesser or reduced impact on human health and the environment. These environmentally preferable products and services lead to energy and water efficiency, and a decrease in greenhouse gases, among other attributes.

In 2018 DGS increased its focus on the Federal Surplus Program. DGS acquired computers, vehicles, furniture and shelf stable meals that the Federal Government no longer needs. These acquisitions reduce the purchase of new goods, they prevent these products from going to landfills and they save the taxpayers of Maryland.

I am confident the committee's strategies and efforts will ultimately benefit the State's economy and the environment.

Sincerely,

A handwritten signature in blue ink, reading "Ellington E. Churchill, Jr.".

Ellington E. Churchill, Jr.  
Secretary

c: Sarah Albert, Legislative Services Library



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## I. Introduction

The Green Maryland Act of 2010 (Chapter 593 of the 2010 Laws of Maryland), establishes the Maryland Green Purchasing Committee and directs this committee to develop strategies and best practices for implementing environmentally preferable purchasing. The Act focuses on increasing the minimum requirement for the purchase of recycled paper by the Department of General Services, reviewing and revising annually certain procurement specifications, and reporting those findings. The Green Purchasing Committee, established by the Act, consists of eight Executive Cabinet Departments and the University System of Maryland. The Committee provides assistance to State units in developing strategies and best practices for implementing environmentally preferable purchasing practices; developing and maintaining a Best Practices Purchasing Manual; issuing and maintaining Purchasing Guidelines; and, reporting annually to the Governor and Legislature on its activities.

Maryland has enacted several laws and regulations that tie back to environmentally preferable purchasing. The following Code of Maryland Regulations (COMAR) guide Green Purchasing.

Regulation	Title
<b>01.01.1991.20</b>	Conservation of Paper by Units of State Government
<b>01.01.1993.20</b>	Alternative Fueled Vehicles
<b>01.01.2001.02</b>	Sustaining Maryland's Future with Clean Power, Green Buildings
<b>01.01.2001.06</b>	Water Conservation by State Agencies
<b>01.01.2003.49</b>	Pesticide Advisory Committee
<b>21.04.01.02</b>	General Purpose
<b>21.11.07.01</b>	Definitions
<b>21.11.07.03</b>	Recycled Paper Purchases
<b>21.11.07.04</b>	Low Noise Supplies
<b>21.11.07.05</b>	Price Preference for Recycled Materials
<b>21.11.07.07</b>	Mercury and Products that Contain Mercury
<b>21.11.07.08</b>	Locally Grown Foods
<b>21.11.07.09</b>	Environmentally Preferable Purchasing
<b>21.11.07.10</b>	Compost
<b>21.11.07.11</b>	Energy Efficient Outdoor Lighting Fixtures
<b>21.11.07.13</b>	Purchasing Electronic Products
<b>21.13.01.14</b>	Report on Green Purchasing

*Exhibit A: FY18 Maryland COMAR EPP Sections*

## II. Purchasing Templates

The Committee's previously published guidelines include green manufactured products and services which increase the State's spending on Environmentally Preferable Purchasing (EPP).

The existing guidelines include:

### Commodities

- Appliances and Heating & Cooling Equipment
- Janitorial Supplies
- Lighting Products
- Food Service Supplies
- Paper and Office Supplies
- Shell Eggs
- Paint
- Snow and Ice Control

### Services

- Electronic Product Disposal
- Janitorial Supplies
- Organics Recycling

### Information Technology

- Electronic and IT Products

## III. FY18 Annual Spend Log

In FY18 the annual spend for Environmentally Preferable goods and services was \$3,924,781 (See Exhibit B). A majority of the items associated with the annual spend were janitorial supplies, paper products and computer-related items. The tracking of EPP continues to be a challenge with the States existing financial and procurement systems. The actual spend is anticipated to be higher than the available system reports. The reporting relies on the correct entry of commodity code data in the system. Additionally, credit card purchases are not tracked by the system and not accounted for in the reporting.

Vendor	Environmentally Preferable Purchasing Spend by the Maryland
Accurint	\$6,400
AJ Stationers Inc	\$4,893

<b>Amazon.com</b>	\$44
<b>Applied Technology Services</b>	\$44,997
<b>B&amp;H Photo Video Corp</b>	\$22
<b>Blind Industries</b>	\$2,920,680
<b>Bob Barker Company</b>	\$2,683
<b>CDWG</b>	\$841
<b>Convergence Technology</b>	\$22,400
<b>Cybernet Manufacturing</b>	\$27,612
<b>Data Networks</b>	\$60,075
<b>Dell</b>	\$1,117
<b>Dell Incorporated</b>	\$9,788
<b>Dell Marking LP</b>	\$21,679
<b>Diajem Printing, LLC</b>	\$1,893
<b>Disys Solutions Inc</b>	\$2,016
<b>DSR Inc</b>	\$18,684
<b>Fast Forms</b>	\$8,820
<b>Global Financial Services</b>	\$2,000
<b>HCGI Hartford Inc</b>	\$2,520
<b>Iris LTD Inc</b>	\$18,541
<b>League for People with Disabilities</b>	\$49,999
<b>Macmedics</b>	\$2,533
<b>Medline Industries Inc</b>	\$700
<b>Mitchell Repair Information Co LLC</b>	\$11,647
<b>MVS Inc</b>	\$9,776
<b>National Assoc for St. Comm SVC</b>	\$3,500
<b>Newegg Com</b>	\$4,099
<b>Nicholas P Pipino and Associates</b>	\$9,879
<b>Office Depot Inc</b>	\$176
<b>Pitney Bowes Inc</b>	\$2,278
<b>Provantage LLC</b>	\$12,427

<b>RGH enterprises Inc</b>	<b>\$5,508</b>
<b>Rudolphs Office and Computer</b>	<b>\$1,960</b>
<b>Safeguard Business Systems</b>	<b>\$1,919</b>
<b>Scantron Corp</b>	<b>\$956</b>
<b>Sensory (Vision) Support</b>	<b>\$13,936</b>
<b>SHI International Corp</b>	<b>\$6,322</b>
<b>Staples Advantage</b>	<b>\$82</b>
<b>Staples Technology Solutions</b>	<b>\$438</b>
<b>State of Maryland</b>	<b>\$229,200</b>
<b>Target Marketing, LLC</b>	<b>\$2,576</b>
<b>Tennant Co</b>	<b>\$1,741</b>
<b>Trainers Warehouse</b>	<b>\$745</b>
<b>Runbeck Election Services</b>	<b>\$372,500</b>
<b>TOTAL</b>	<b>\$3,724,781</b>

*Exhibit B: FY18 Maryland EPP Report*

#### **IV. FY17 vs FY18 Environmentally Preferable Purchasing**

In FY17 the total Environmentally Preferable Purchase amount was \$2,880,785, in FY18 the EPP spend increased to \$3,924,781. This reflects an increase of \$1,043,996, a 27% increase over the FY17 spend. Moving forward, the Committee will evaluate the applicability of mandates to ensure each State Agency achieves minimum environmentally preferable purchasing standards.

DGS has implemented two new contracts that joined Maryland with Inter-governmental Purchasing Agreements (ICPA). These collaborative agreements combine cost savings and environmentally preferable products. Input of procurement professionals and the experience of the end-user is also taken into account when joining these ICPAs. These new Statewide Contracts are the purchase of green cleaning products and recycled paper goods.

## V. Web Presence

The Committee continues to maintain resources accessible to procurement professionals courtesy of the DGS website. A "Green Purchasing" menu item on the DGS homepage links viewers to information about the Committee, its members, the Committee's green purchasing guidelines and specifications, the Committee's annual reports, relevant legislation, events and resources. Committee events are updated and presented on the Maryland DGS website.

Please select the link below for further details.

<http://www.dgs.maryland.gov/Pages/GreenOperations/GreenPurchasing/index.aspx>

## VI. Federal Surplus Program

Reducing new products the State purchases through reusing Federal Government Surplus products is an efficient way to increase the State's EPP program. DGS has developed a robust program to utilize the federal personal property donation program which allows certain non-federal organizations and nonprofit organizations to obtain surplus property no longer needed by the Federal government. DGS is the designated State agency for the State of Maryland. DGS has been able to procure computers, vehicles, furniture, and meal kits through this program. Some of these procurements have been used for State agencies. However, the majority are being acquired for non-profit organizations to benefit the citizens of Maryland.

All of these acquisitions reduce the purchase of new goods, reduce the cost of the goods to the end user and eliminate waste in landfills. This program is the ultimate example of environmentally preferable purchasing.

Product Type	Total Quantity Acquired	% of Acquisition for State Use
Computers (Desktop and Laptops)	2,509	0.00%
Vehicles	3	0.00%
Furniture	612	37%
Meal Kits (shelf stable)	141,102	0.00%

*Exhibit C: FY18 Maryland/DGS Federal Surplus Acquisitions*

## VII. Statutory Department Members/Designees

### GENERAL SERVICES

Ellington Churchill, Jr.  
301 W. Preston Street, Baltimore, MD 21201  
410-767-4960 | [ellington.churchill@maryland.gov](mailto:ellington.churchill@maryland.gov)

### BUDGET AND MANAGEMENT

Joseph Consoli, Fleet & Travel Administrator |  
45 Calvert Street, Annapolis, MD 21401 |  
410-260-7195 | [joseph.consoli@maryland.gov](mailto:joseph.consoli@maryland.gov)

### NATURAL RESOURCES

Mary Huffman, Procurement Specialist II |  
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410-260-8056 | [mary.huffman@maryland.gov](mailto:mary.huffman@maryland.gov)

### ENVIRONMENT

Dinesh Gandhi, Procurement Officer |  
1800 Washington Blvd., Baltimore, MD 21230 |  
410-537-3872 | [dinesh.gandhi@maryland.gov](mailto:dinesh.gandhi@maryland.gov)

### HEALTH AND MENTAL HYGIENE

Patrice Johnson, Office of Procurement and Support Services  
201 W. Preston Street, Baltimore, MD 21201 |  
410-767-6839 | [patrice.johnson@maryland.gov](mailto:patrice.johnson@maryland.gov)

### TRANSPORTATION

Michael Haifley, Deputy Director of Procurement and Real Property Initiatives  
7201 Corporate Drive, Hanover, MD 21706 |  
410-865-1132 | [mhaifley@mdot.state.md.us](mailto:mhaifley@mdot.state.md.us)

### PUBLIC SAFETY AND CORRECTIONAL SERVICES

Debbie Pecora, Acting Director, Procurement Services |  
300 E. Joppa Road, Towson, MD 21286 |  
410-339-5836 | [debbie.pecoral@maryland.gov](mailto:debbie.pecoral@maryland.gov)

### UNIVERSITY OF MARYLAND SYSTEM

Thomas P. Hickey, Director of Procurement |  
701 E. Pratt Street, Baltimore, MD 21202 |  
410-576-5736 | [thickey@msd.edu](mailto:thickey@msd.edu)

### STATE TREASURER

Susanne Brogan, Deputy Treasurer for Public Policy |  
80 Calvert Street, Annapolis, Maryland 21401 |  
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### INFORMATION TECHNOLOGY

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